{Project Name}

Pre-Award Debriefing to
{Insert Offeror Name}
{Insert Date}

This briefing should use the same slides as were used for the SSA Briefing. Remove the "Source Selection Information" tag from the slides.

Presented by:
{Name}, Technical Team Lead
{Name}, Contracting Officer

Instructions for Creation of the Debriefing

- Utilize the SSA Decision briefing as the basis for the debriefing
  - Remove the “Source Selection Information” label from all slides
  - Remove the Source Selection Information slide
  - Insert the Purpose and Guidelines slides from the “Debriefing Unique” set of charts
- If debriefing is for an unsuccessful offeror:
  - Remove all information about other unsuccessful offerors
  - Retain the successful offeror’s information on the Evaluation Summary slides only.
  - Remove all other successful offeror information
- Insert Areas for Improvement and Closing slides from “Debriefing Unique set of charts at the end of the debriefing

Purpose

- To provide a frank and open discussion of the evaluation of your proposal

- To assist you in upgrading the quality of future proposals.

- To make you more competitive in the future.

Debriefing Groundrules (FAR 15.5)

- We will provide:
  - Our evaluation of significant strengths, weaknesses, and deficiencies in your proposal
  - Overall evaluated MPC and technical ratings of the successful offeror, as shown to the SSA
  - Reasonable responses to relevant questions

- We won't
  - Provide point-by-point comparisons between your proposal and the successful offeror
  - Discuss the appropriateness of the ratings
  - Reveal successful offerors' competition sensitive or proprietary information

Identification & Background Information

This should be the same slide used for the SSA Decision Briefing.

ROJECT DESCRIPTION:
nsert brief project Description}

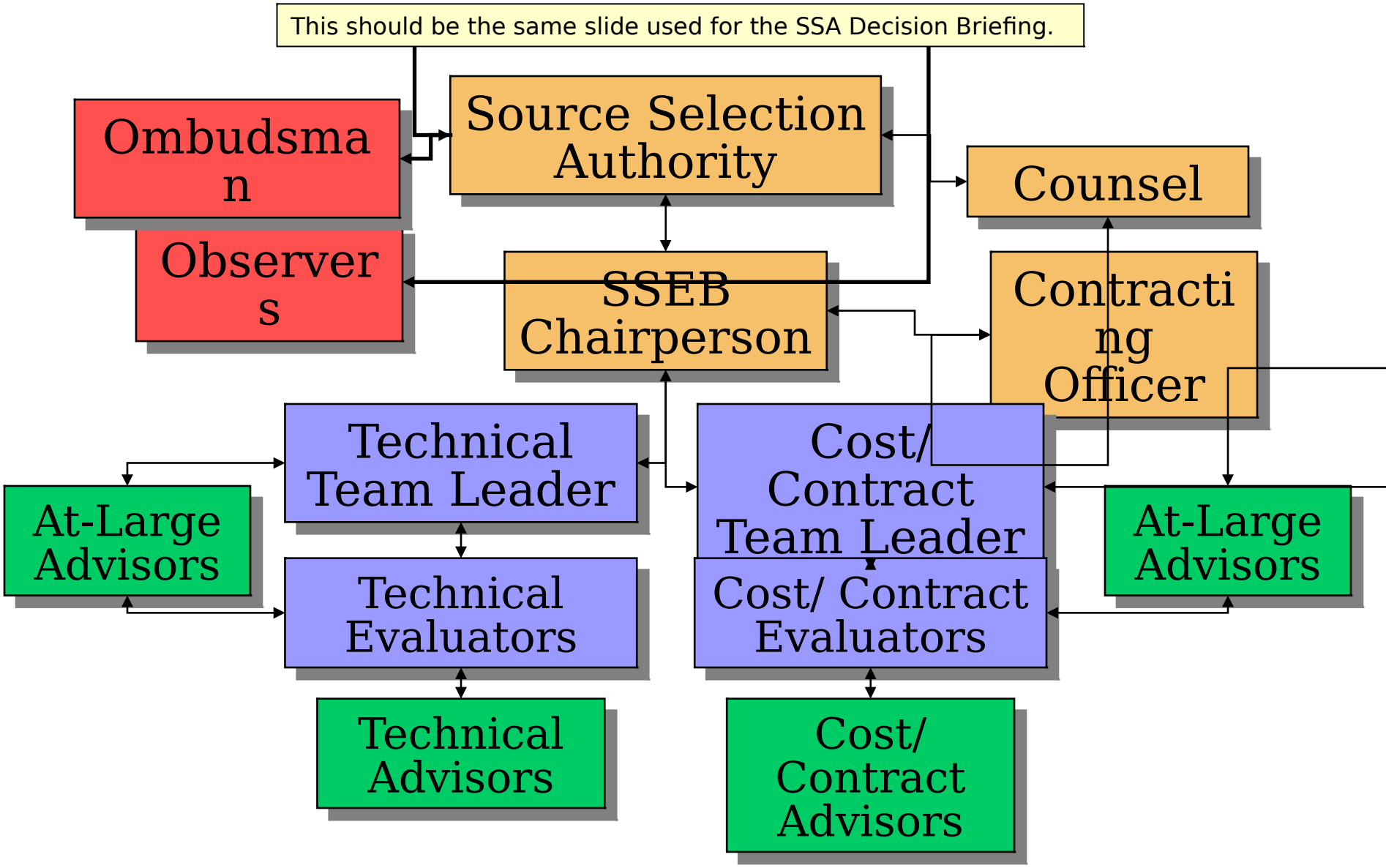
HASE I: Submission of qualifications. Down select to the three (3) most
ghly qualified offerors.

HASE II: Submission of design and technical solutions, management app
st performance and cost. Single, best value award.

ONTRACT TYPE: Fixed Price Incentive (Firm Target) with an award fee.

ERIOD OF PERFORMANCE: {Insert dates}

Source Selection Organization



Procurement Schedule

This should be the same slide used for the SSA Decision Briefing.

RFP Issued Date

Technical Proposals Received Date

Begin Technical Evaluation Date

Cost Proposals Received Date

Oral Presentations Date

Discussions Date

Final Proposal Revisions Rec’d Date

Announce Winner Date

Award Date

Evaluation Factors

This should be the same slide used for the SSA Decision Briefing.

- Factor 1 – {Insert Factor Title}
  - SF1 - {Insert sub-factor title}
  - SF2 - {Insert sub-factor title}
  - SF3 - {Insert sub-factor title}
- Factor 2 – {Insert Factor Title}
  - SF1 - {Insert sub-factor title}
  - SF2 - {Insert sub-factor title}
- Factor 3 - Cost/Price

{Insert Order of importance}

Order of Importance

F1 > F2 > F3

Factor 1: SF1=SF2=SF3>SF4=SF5=S

Factor 2: SF1=SF2

Sub-Factor 1 – {Insert Sub-factor Title}

This should be the same slide used for the SSA Decision Briefing.

Submission Requirements

- **{Insert submission requirements}**

Evaluation Criteria

- **{Insert Evaluation Criteria}**

Sub-Factor 2 - {Insert Sub-factor Title}

This should be the same slide used for the SSA Decision Briefing.

Submission Requirements

- **{Insert submission requirements}**

Evaluation Criteria

- **{Insert Evaluation Criteria}**

Sub-Factor 3 - {Insert Sub-factor Title}

This should be the same slide used for the SSA Decision Briefing.

Submission Requirements

- **{Insert submission requirements}**

Evaluation Criteria

- **{Insert Evaluation Criteria}**

Cost

This should be the same slide used for the SSA Decision Briefing.

Submission Requirements

- **{Insert submission requirements}**

Evaluation Criteria

- **Realistic, Complete, Reasonable**
- **Most Probable Cost Governs for Source Selection Purposes, etc**

Definitions

This should be the same slide used for the SSA Decision Briefing.

- Significant Strength -
- Strength -
- Weakness -
- Significant Weakness –
- Deficiency -

Merit Ratings

This should be the same slide used for the SSA Decision Briefing.

Purple

Outstanding:

Blue

Excellent:

Green

Acceptable:

Yellow

Marginal:

Red

Unacceptable: Fails to meet the performance or capability requirements of any evaluation sub-factors. There are unacceptable weaknesses.

Confidence Ratings

This should be the same slide used for the SSA Decision Briefing.

Purple

High confidence:

Blue

Significant confidence:

Green

Confidence:

Yellow

Little Confidence:

Red

No Confidence:

Evaluation Summary

Offeror being Debriefed

Successful Offeror

	Offeror B	**Offeror C**
	Merit Confidence	Merit Confidence
Factor 1		
Factor Title		
SF1 Sub-factor Title	A C	A C
SF2 Sub-factor Title	A C	A C
SF3 Sub-factor Title	A C	A C
Factor 2		
Factor Title		
SF1 Sub-factor Title	A C	A C
SF2 Sub-factor Title	A C	A C
	C	C
Factor 3		
Past Performance		
Factor 4		
Cost/Price	**$xx,xxx,xxx**	**$xx,xxx,xxx**

This should be the same slide used for the SSA Decision Briefing.

Merit = Confidence
F1 > F2 > F3 > F4
Factor 1 - SF1 = SF2 = SF3
Factor 2 - SF1 > SF2

Merit Ratings

- O Outstanding
- E Excellent
- A Acceptable
- M Marginal
- U Unacceptable

Confidence Ratings

- H High Confidence
- S Significant Confidence
- C Confidence
- ? Unknown Confidence
- L Little Confidence
- N No Confidence

{Subfactor Titl

Offeror B

Create similar slides for all offerors And for all factors/ sub-factors with Assigned ratings.

C

This should be the same slide used for the SSA Decision Briefing.

Summary of Strengths - (x SS, x S

Use only if Key strengths are shown=>

SS, **x** S total)

++ Insert all significant strengths
+ Insert any strengths considered "Key"
If no "Key" strengths, so state – "No key strengths noted"
Show count of strengths & significant strengths briefed and count of all strengths & significant strengths

Use only if Key weaknesses are shown

Summary of Weaknesses - (x SW, x W)

(**x** SW, **x** W total)

-- Insert all significant weaknesses
-Insert any weaknesses considered "Key"
If no "Key" weaknesses, so state – "No key weaknesses noted"
Show count of weaknesses & significant weaknesses briefed and count of all weaknesses & significant weaknesses

Deficiencies

(0 total)

• Insert all deficiencies. If none so state – "No deficiencies noted"

Confidence Rationale

Provide the rationale for the rating assigned**.**

Cost Slides

- Use the same cost slides as were presented to the SSA.
- When more than one of unsuccessful offeror’s information appears on the slide, be sure to delete or block the other unsuccessful offeror’s data.

Evaluation Summary

Offeror being Debriefed

Successful Offeror

	Offeror B	**Offeror C**
	Merit Confidence	Merit Confidence
Factor 1		
Factor Title		
SF1 Sub-factor Title	A C	A C
SF2 Sub-factor Title	A C	A C
SF3 Sub-factor Title	A C	A C
Factor 2		
Factor Title		
SF1 Sub-factor Title	A C	A C
SF2 Sub-factor Title	A C	A C
	C	C
Factor 3		
Past Performance		
Factor 4		
Cost/Price	**$xx,xxx,xxx**	**$xx,xxx,xxx**

This should be the same slide used for the SSA Decision Briefing.

Merit = Confidence
F1 > F2 > F3 > F4
Factor 1 - SF1 = SF2 = SF3
Factor 2 - SF1 > SF2

Merit Ratings

- O Outstanding
- E Excellent
- A Acceptable
- M Marginal
- U Unacceptable

Confidence Ratings

- H High Confidence
- S Significant Confidence
- C Confidence
- ? Unknown Confidence
- L Little Confidence
- N No Confidence

Areas for Improvement

Insert specific comments for this Offeror, such as the following:

- Be specific in your response to the proposal submission requirements. Clearly define your proposed approach.
- Verify your past performance references
  - Ensure the reference knows the person
  - Provide current/ correct phone numbers
- Remain open to adapting your proposal to address concerns or issues raised during discussions.
- Validate your proposal against your technical references.

Closing

- Questions
- We hope the debriefing has been helpful and will make you more competitive on future acquisitions
- The debriefing is considered closed